



## APPENDIX M

# Active Duty Special Work (ADSW) Program



## **Active Duty Special Work (ADSW) Program**

This Appendix provides a brief overview of the Active Duty Special Work program. MCO 1001.59 contains the detailed policies and procedures for the ADSW Program.

**A. General.** The ADSW Program is intended to provide personnel augmentation (to both Active and Reserve forces) in order to meet operational, administrative, and exercise support requirements of short-term duration, and to accomplish designated special projects. Through these short tours of active duty, Marine Corps Reserve personnel of appropriate grades and skills support the existing and emerging personnel augmentation requirements of the Total Force Marine Corps and Unified Combatant Command Commanders in Chief (CinCs).

1. ADSW is intended to accomplish those specific duties required to complete the special work identified on each order's request. ADSW is not meant to improve or alter the potential for augmentation opportunities, achieve active duty retirement eligibility, create a career status, meet long-term staffing shortfalls, or replace personnel drawdown reductions.
2. CMC (CMT) is the Marine Corps agency responsible for ADSW program management and execution. CMC (RAP) is responsible for policy development. Points of Contact can be found on the M&RA website, or at (703) 784-3139/40.

### **B. Policy.**

1. ADSW program criteria. The requirement for ADSW should be temporary in nature with a clearly defined termination date.
  - a. Marines assigned to duty under ADSW should possess the appropriate Military Occupational Specialty (MOS) or civilian skill necessary to accomplish the mission.
  - b. The originating command must clearly articulate billet requirements, duties, special qualifications and experience necessary, level of security clearance, location of duty assignment, and the unit point of contact information in the orders request submission.

2. Individual Marines must:
  - a. Have less than 16 years of total active service at the completion of the period of ADSW requested. The formula for calculating active duty years of service is:  $\text{TOTAL PAID ACTIVE POINTS (current orders inclusive)} / 365 = \text{CUMULATIVE ACTIVE SERVICE}$ .
  - b. Be a satisfactory participant in the Marine Corps Reserve and be medically fit for duty per the ADSW order.
  - c. Clearly understand that the ADSW assignment is temporary and there is no entitlement, contractual or implied, for continued ADSW assignments, active duty retirement, or other career incentives.
3. Length. Within funding constraints, Operational Sponsors may authorize ADSW for periods up to 179 days. Waiver requests for consecutive or extended periods of ADSW exceeding 179 days shall be considered and managed by the CMC (CMT).
4. ADSW order requests will be submitted through the Reserve Order Writing System (ROWS). Additionally, requests for ADSW-CO orders must be initiated by Naval message to CMC (MPP-60). Upon authorization of ADSW-CO by CMC (MPP-60), the requesting command will be required to submit pertinent member information to the order writing authority to generate the ADSW orders.
5. RC member pay allowance entitlements are affected by ADSW tour length as follows:
  - a. Personnel assigned to ADSW for 139 days or less rate per diem, travel, and Basic Allowance for Housing (BAH) Type II, if otherwise entitled by the JFTR. Per diem in lieu of PCS orders requests in excess of 139 days, will require amplified justification and must be submitted to CMC (CMT) for approval.
  - b. Members issued ADSW orders for 140 days or more rate Permanent Change of Station (PCS) orders and are not entitled to per diem, except while in a travel status. PCS entitlements and BAH Type I will be based on grade,

dependency status, and the location to which they are assigned. No-cost PCS orders may be authorized for ADSW executed within a reasonable commuting distance of the permanent duty station.

- c. Family Separation Allowance (FSA) is only authorized for members on active duty in excess of 30 days but less than 140 days, if transportation of the member's family members at government expense is not authorized to the duty station, and if the member's family members do not reside in the vicinity of the duty station.
  - d. ADSW Personnel executing PCS are authorized movement of household goods, temporary storage, and dependent travel if otherwise entitled by the JFTR. Members have the option of declining these entitlements and may choose not to execute a PCS move. In those cases where an individual desires to execute a move, coordination with CMC through the orders request process is required for PCS budgeting. If a member originally declines a PCS move and later desires to exercise this entitlement, coordination is required to ensure availability of funds prior to the execution of the PCS.
  - e. In the case of ADSW-CO orders in excess of 139 days, CMC (MPP-60) will determine if a member will receive per diem or PCS entitlements based on dependent or OCONUS theater restrictions.
6. Recall of retirees to active duty utilizing ADSW is not normally approved.
  7. Leave accrued during ADSW will be accommodated within the term of the ADSW orders. Extensions for accrued leave will not normally be approved.
  8. Marines who perform ADSW orders for 31 days or more will be issued active duty ID cards. The family members of Marines performing ADSW of 31 days or more will be issued active duty dependent ID cards and will be enrolled in the Dependents Enrollment Eligibility Reporting System (DEERS).
  9. All Reserve duties and opportunities are now consolidated under a single website which is called Reserve Duty OnLine (RDOL) and is accessible through the Marine OnLine (MOL) website ([www.mol.usmc.mil](http://www.mol.usmc.mil)), tools option. RDOL allows Marines to search for Reserve billet openings, (both unit and IMA), Active

Duty Special Work (ADSW), and Reserve Counterpart Training (RCT) opportunities, and to submit electronic applications for these duties. Searches can be conducted by state, MOS or distance.